



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

OPNAVINST 1500.62^{IN REPLY REFER TO}
OP-112

27 JAN 1989

OPNAV INSTRUCTION 1500.62

From: Chief of Naval Operations

Subj: CATALOG OF NAVY TRAINING COURSES (CANTRAC)

Ref: (a) OPNAVINST 1500.19D (NOTAL)
(b) OPNAVINST 1500.11G (NOTAL)
(c) OPNAVINST 1500.27D (NOTAL)
(d) OPNAVINST 1550.6A (NOTAL)
(e) OPNAVINST 1510.10A (NOTAL)
(f) CNETINST 1510.1D (NOTAL)
(g) CNETINST 1500.1B (NOTAL)

1. Purpose. To provide policy guidance and assign reporting requirements for the Catalog of Navy Training Courses (CANTRAC).

2. Background. CANTRAC is an automated information system containing formal Navy training courses in a consolidated data base. Centralized production of CANTRAC has been achieved and publication of course descriptions and skills profile is accomplished semiannually on microfiche. General information on training activities is published annually in hard-copy. The catalog provides training information, including class convening schedules extracted from Navy Integrated Training Resources Administration System (NITRAS), to all ships and stations, other Department of Defense (DoD) departments, agencies, services, contractors and authorized foreign governments. Updating is accomplished through replacement of complete volumes.

3. Policy. Every course of instruction available to the Navy shall be described in CANTRAC. There is an interface of common data elements between NITRAS and CANTRAC.

4. Action

a. Chief of Naval Operations (CNO) (OP-01). Establish overall policy and sponsorship of the system/publication.

b. Chief of Naval Education and Training (CNET)

(1) Act as the executive agency/functional manager of CANTRAC.

(2) Issue implementing directives necessary to ensure the quality of the data.

0579LD0542275

JAN 27 1989

(3) Ensure CANTRAC resource requirements are submitted and fully justified during Program Objective Memoranda and budget formulation and review.

c. References (a) through (d) stipulate that training agents and training support agents will ensure that all training offered under their cognizance is reported to Naval Education and Training Program Management Support Activity (NETPMSA) for inclusion in CANTRAC.

d. All commands conducting formal Navy training courses are responsible, per references (e) through (g) for accurate and timely reporting of course data.

e. The Commanding Officer, Naval Education and Training Program Management Support Activity is the system manager for CANTRAC and shall:

(1) Provide centralized system management for data collection, production and distribution of CANTRAC.

(2) Provide the Automatic Data Processing support necessary to operate the CANTRAC system.

(3) Coordinate directly with commands submitting information to ensure validity of data.

(4) Inform CNET of problems in achieving complete and accurate data reporting.

(5) Accomplish system improvement/modification when required.


F. R. DONOVAN

**Assistant Deputy Chief of Naval
Operations (Manpower, Personnel and Training)**

Distribution:

SNDL	A6	(CMC)
	B5	(U.S. Coast Guard) (COMDT COGARD, only)
	21A	(Fleet Commanders-in-Chief)
	23C3	(COMNAVRESFOR)
	24	(Type Commanders) (24A, 24D, 24G and 24H, only)
	FH1	(COMNAVMEDCOM)
	FJA1	(COMNAVMILPERSCOM)
	FKA1	(Systems Commands)
	FKR7F	(NAVAVNMAINTOFF)
	FL1	(COMNAVDAC) (Code 813, only) (35)
	FT1	(CNET)
	FT2	(CNATRA)

JAN 27 1989

Distribution (continued):

SNDL FT5 (CNTECHTRA)
FT78 (NETPMSA)

Commander, Air Training Command
Code TTPPS/TTPPN
Randolph Air Force Base
Texas 78150

Headquarters, Department of the Army
Code DAPE-MPT
Washington, D.C. 20310-0300

Commanding General, Marine Corps
Combat Development Command, Code TE-33
Quantico, VA 22134-5001

Commandant, U.S. Coast Guard Headquarters
Code G-PRF-3
2100 2nd Street, SW
Washington, D.C. 20590

All Divisions of OPNAV

Copy to:
OP-112 (25)

Stocked:
CO, NAVPUBFORMCEN
5801 Tabor Avenue
Philadelphia, PA 19120 (100 copies)